

JOB ANNOUNCEMENT VACANCY #03-FI-OBP-0019

Agency:	Office of Budget and Planning (OBP)
Division/Unit:	
Position:	Senior Budget Analyst
Grade/Step:	DS-560-13/1 – DS-13/10
Salary Range:	\$54,246 - \$69,906
Area of Consideration:	Unlimited
Opening Date:	May 16, 2003
Closing Date:	May 30, 2003
Number of Vacancies:	One (1)

Position Description: The incumbent is primarily responsible for the development of agency budgets. Must be able to advise and consult with OBP policy officials, representatives of the Mayor, agency and other government officials. Must be able to write quickly and accurately; present complex issues succinctly to executive managers; and conduct discussions and meetings with agency officials as a representative of the Office of the Chief Financial Officer. Tracking and monitoring the formulation, analysis and execution of the District budget, and serves as the OBP's primary contact with agency budget and program staff. Work also entails preparation of tables, reports, letters, memoranda, etc. Additional duties are performing liaison functions within and outside of the OCFO; presentations of OBP work before various official District and federal institutions; and handling a range of data/information management and administration tasks associated with annual budget development, execution, and analysis functions. Contribute in key ways to the preparation of the Mayor's budget, analysis of budgeting issues, monitoring City Council and Congressional action on appropriation bills, conducting additional issue analysis, developing policy and providing backup to Branch Chief.

Must have a minimum of one year or more of specialized experience (preferably in information technology, human resources, or finance) at a level of difficulty and responsibility comparable to the next lower grade level in District service. An equivalent combination of education and experience may be substituted for the required level of specialized experience.

Submission Information: Interested and qualified candidates should submit a cover letter with salary history and a DC2000 (District of Columbia employment application) with resume to:

Office of Management and Administration (OMA)
Human Resources Division
941 North Capitol St, NE – Suite 1200
Washington, DC 20002
Fax: (202) 442-6413

Employment with the District of Columbia Office of the Chief Financial Officer (OCFO) is at the pleasure of the Chief Financial Officer. A background investigation is mandatory for all OCFO employees. The OCFO is an equal opportunity employer. Applicants understand that a false statement on any part of their application may be grounds for not hiring them, or for firing them after they begin work (D.C. Code 1-617.1 (d)(1) et seq. (1991 Repl). Applicant understands that the making of a false statement and/or submitting untrue materials are punishable by criminal penalties pursuant to D.C. Code 22-2405 et seq. (1991 Repl). Applicant understands that any information he/she submits may be investigated as allowed by law or Mayoral order. Applicant consents to the release of information regarding his/her suitability for District of Columbia government employment by employers, schools, law enforcement agencies, and other individuals and organizations to investigators, personnel staffing specialists, and other authorized employees of the District of Columbia government. Applicant certifies that, to the best of his/her knowledge and belief, all statements are true, correct and complete.

In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Code section 1-2501 et seq., ("the Act") the District of Columbia does not discriminate on the basis of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action. Harassment of persons on the basis of any protected category is prohibited.